

SHREVEPORT MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

POSTING NOTICE FOR A COMPETITIVE EXAMINATION

POLICE COMMUNICATIONS OFFICER I

A written examination will be given within the **next ninety (90) days**, on a competitive basis to approved applicants for the purpose of placing names on the competitive employment list for the class of **Police Communications Officer I** in accordance with provisions of the Municipal Fire and Police Civil Service Law and the rules of the Shreveport Municipal Fire and Police Civil Service Board.

Applications may be obtained from and returned to: Carol Bradley, Shreveport Municipal Fire and Police Civil Service Board Secretary located at 7300 Mansfield Road, Shreveport, Louisiana, 71108, Phone: 318-673-6719, OR Fax: 318-629-1986.

Completed applications must be received in the Civil Service Office listed above by:

Monday, April 25, 2011/Midnight. Approved applicants will be notified of the exact date, time and place of the examination at least five days prior to the examination date.

NOTE: WRITE YOUR COMPLETE ADDRESS ON THE APPLICATION WHICH CONTAINS APARTMENT NUMBER, THE CITY, STATE AND ZIP. PLEASE INDICATE THE POSITION YOU ARE APPLYING FOR ON THE APPLICATION.

QUALIFICATION REQUIREMENTS FOR ADMISSION TO EXAMINATION

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination. Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a Citizen of the United States and passing a civil service examination for the position. Must be a high school graduate or possess a valid certificate of equivalency issued by a state department of education. Must be at least twenty-one (21) years of age. Must demonstrate a working knowledge of the geography of the city including the location of major subdivisions, location of major landmarks, main streets and highways. Must present, with the application, a certificate of verification of the ability to type at least 35 words per minute. Before permanent appointment, must successfully demonstrate ability to function during periods of quick changing conditions, which require completion of multiple tasks within short time frames. Before permanent appointment, must successfully demonstrate ability to interrogate individuals, break hysteria thresholds, compose and communicate accurate and complete dispatch information via the computer aided dispatch system. Before permanent appointment, must successfully demonstrate complete a Police Department approved 40 hour Telecommunicator course. This training is offered as part of the new employee's basic training. Before permanent appointment, must successfully demonstrate complete a Police Department approved emergency medical dispatch course. This training is offered as part of the new employee's basic training. After offer of employment but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

COPIES of the following MUST BE ATTACHED to your application for it to be considered:

- a. Birth Certificate or Proof of Citizenship if not born in United States.
- b. High School Diploma or GED equivalency certificate.
- c. Certificate of ability to type at least 35 words per minute.

Carol Bradley

Secretary, Fire and Police Civil Service Board

Captain Ronald C. Mulford

Chairman, Fire and Police Civil Service Board

POST THIS NOTICE FROM MARCH 22, 2011 TO APRIL 25, 2011

DO NOT REMOVE BY ORDER OF

THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

THE CITY OF SHREVEPORT IS AN EQUAL OPPORTUNITY EMPLOYER

SHREVEPORT MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

POSTING NOTICE OF A COMPETITIVE CIVIL SERVICE EXAMINATION

JAILER I

A written examination will be given **within the next ninety (90) days**, on a competitive basis to approved applicants for the purpose of placing names on the competitive employment list for the class of **Jailer I** in accordance with provisions of the Municipal Fire and Police Civil Service Law and the rules of the Shreveport Municipal Fire and Police Civil Service Board.

Applications may be obtained from but must be returned to: Carol Bradley, the Secretary to the Shreveport Municipal Fire and Police Civil Service Board located at 7300 Mansfield Road, Shreveport, Louisiana, 71108, Phone: 318-673-6719, Fax: 318-629-1986,

Completed applications and the required attachments must be received in the Civil Service Office listed above by: **Monday, April 25, 2011/Midnight.** The test date and time for this exam will be on May 7, 2009 at 1:00 p.m. Approved applicants will be notified of the exact place of the examination at least five days prior to the examination date.

NOTE: WRITE YOUR COMPLETE ADDRESS ON THE APPLICATION WHICH CONTAINS APARTMENT NUMBERS, THE CITY, STATE AND ZIP. PLEASE INDICATE THE POSITION YOU ARE APPLYING FOR ON THE APPLICATION.

QUALIFICATION REQUIREMENTS FOR ADMISSION TO EXAMINATION

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a Citizen of the United States.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must be a high school graduate or posses an equivalent certificate as issued by a state department of education.

Must be at least twenty-one (21) years of age at time of appointment.

COPIES of the following MUST BE ATTACHED to your application for it to be considered:

- a. Birth Certification or Proof of Citizenship, if not born in the United States
- b. High School Diploma or GED equivalency certificate.

Carol Bradley

Secretary, Fire and Police Civil Service Board

Captain Ronald C. Mulford

Chairman, Fire and Police Civil Service Board

Post from March 22, 2011 to April 25, 2011

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